

Western Region Puerto Rican Council - 2018

A NON-PROFIT 501(c)(3) ORGANIZATION

P. O. Box 2028, San José, CA 95109

www.wrprc.org



Dear Merchandise Vendor:

The Western Region Puerto Rican Council presents our 40th Annual *SCHOLARSHIP FUNDRAISING EVENT* El "Día de San Juan Festival". This year's festival will be held on Saturday June 30th, 2018 from 11:00am – 7:00pm, at:

**San Jose Historical Museum Park
1650 Senter Rd. – San Jose, CA 95112
408/287-2290**

The WRPRC is committed to bringing our guests a selection of first rate vendors to our festival. If you are interested in participating in this year's event, please submit the enclosed vendor application forms on or before midnight June 16, 2018. Returning vendors in good standing with El "Día De San Juan" Festival are encouraged to submit applications early to secure a space. However, past participation in the DDSJ Festival does not guarantee acceptance. Applicants will be reviewed for cleanliness, past performance, previous year's compliance, overall customer satisfaction and professionalism.

Please take this moment to review the 2018 El "Día De San Juan" Festival terms and conditions. We will accept checks, cashier's checks, money orders and electronic debit card transactions as forms of payment. Cash and Credit Card payments will not be accepted. To secure a prime location, please remit your application and payment as soon as possible to:

WRPRC
PO BOX 2028
San José, CA 95109
Attn: Festival Committee

Please provide your email address and a current phone number to receive up to the minute information on the status of your vendor application. If you should have any questions, please feel free to contact us at: wrprc@hotmail.com or visit us at our website; www.WRPRC.org. We appreciate your business and look forward to seeing you at El "Día De San Juan" Festival Scholarship Fund Raising Event!

Sincerely,
Milagros Calderon
Event Coordinator
408.425.6048

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Merchandise Business Name: _____

Your Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

***Phone: _____ ***Email Address: _____

New applicant Returning applicant

Business Resale License No. (Seller's Permit): _____ (mandatory)

***Important - Merchandise Vendors must provide a current seller's permit to conduct business in the State of California for the required collection of sales tax. To apply for a one-time seller's permit at no charge, log onto: www.boe.ca.gov

Merchandise Booth Fees

- 10'x10' Single Commercial Vendor **Space (Canopy not included)** \$400.00
 - Refundable Cleaning Fee (see #8 & #9 Festival Terms & Conditions) \$100.00
- Amount due on or before June 9th \$500.00**

Please provide a brief description of merchandise items for sale.

IMPORTANT NOTE: To secure appropriate vendor space rental, vendor fee's and all pertinent documentation to conduct business must accompany your signed vendor application form. Incomplete packets will not be considered. *****ACCEPTED VENDOR FORMS AND FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.*****

Enclosed in this packet you will find festival requirements and guidelines. Take a moment to read the festival terms and conditions. Please keep for your records.

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Festival Terms and Conditions:

- 1.) El "Día De San Juan" Festival Scholarship Fund Raising Event holds the exclusive rights to sell **ALL** beverages including but not limited to alcoholic and ethnic drinks. Vendors found selling beverages will be shut down and vendor booth payment and fees will be forfeited.
- 2.) Vendor agrees to sell only those items for sale as indicated on vendor application and approved by the Western Region Puerto Rican Council (WRPRC). Merchandise vendors may sell **only** merchandise items. Vendors found in violation will be shut down and/or vendor booth cleaning fee will not be refunded.
- 3.) The WRPRC shall have sole discretion to vendor booth/space placement.
- 4.) Doors open at 7:00am. - to 10:00am. for vendor set up. Vendors may not be granted access to the festival grounds if he/she arrives after 10:00am. Any fees paid are non-refundable and shall be forfeited by vendor if he/she arrives later than 10:00am.
- 5.) Vendor is permitted to bring a maximum of three (**3**) assistants with him/her at no cost. Vendors that exceed the limit of three (**3**) assistants are subject to pay the advanced ticket price for each additional assistants or volunteers. For more than three (**3**) assistants, please present your paid ticket to the gate attendee or you may purchase your ticket at time of check in.
- 6.) The Council and/or park shall not be responsible for vendor's failure to bring the appropriate supplies to conduct business.
- 7.) Damage to History Park grounds is prohibited. Vendors must maintain canopy area clean and free of food, debris, etc., at all times. *Rented equipment such as canopy, tables and chairs must be accounted for. Any damage sustained to the rented equipment while in your possession is your responsibility and will be deducted from your deposit and/or vendor will be subject to a fine and will not be invited to future festivals if found in violation.*
- 8.) A complete grounds inspection of your immediate area will be conducted by the History Park staff immediately following the festival. Your deposit will be refunded with a "pass" review from the History Park staff and if vendor has met all criteria as per #7.
- 9.) Tear down **cannot** begin before 6:00pm and **must** be completed by 8:30pm.

By submitting this vendor application, I/We hereby waive, release and discharge all claims for damages for personal injury, death or property damage which may occur because of participation in the 40th annual El "Día De San Juan" Festival – Scholarship Fundraising Event. I/We agree for myself, my heirs, administrators, executors and assigns, that I/We shall indemnify, make no claim and hold harmless the Western Region Puerto Rican Council, its committee, agents, and its affiliated member club organizations: Puerto Rican Civic Club (PRCC) of San José, Club Puertorriqueño de San Francisco (CPSF), Puerto Rican Union of Mutual Aid (PRUMA), Puerto Rican Organization United for Development (PROUD), any individual Council Member, Club Member, Delegate, Alternate, Member at large, and any person or organization affiliated with the Festival, the Park, City of San Jose, their respective elected and appointed officers, official agents and employees and their staff from any and all claims, demands, actions or suits arising out of or in connection with my participation in this event.

I have read, understand and agree, to the terms and conditions as set forth herein. The WRPRC, its affiliated clubs and/or representatives make no representation to the potential profitability of the Festival.

Vendor Signature:

Printed name: _____

Signature: _____

Today's Date: _____

Merchandise Business Name: _____

(PLEASE PRINT)